



# A&S 3710

## Arts & Sciences Internship through the Career Services Office

1-3 credits, 6 maximum. Prerequisite: Junior standing

Practicum or internship experience not included in departmental offerings.

Before enrolling, students must have an individual contract approved by the sponsoring Arts and Sciences professor and the Dean of Arts and Sciences (or administrative officer). For use in special circumstances by Arts and Sciences departments that do not have an internship course.

Oklahoma State University 2006-2007 University Catalog

### Application for Enrollment

#### Section 1: General Information

Full Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Home/Summer Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Minor/Option: \_\_\_\_\_

Classification: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

#### Section 2: Internship Plans

Where will you be working? You must attach a confirmation letter from the agency.

\_\_\_\_\_

Paid or Non-Paid internship? \_\_\_\_\_

Period of Internship: \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

#### **P LEASE ATTACH THE FOLLOWING TO THIS APPLICATION:**

1. A letter from the agency or business where you will perform your internship which must include time period of your internship, name and contact information of on site internship supervisor and areas of responsibility.
2. Sponsoring contract from an Arts & Sciences Professor indicating their agreement to sponsor you, number of credit hours for the internship, a listing of assignments and due dates, grading scale and completion date of internship.

Note: You will also need to work with your faculty sponsor and internship site supervisor to develop learning objectives for the internship. These must be submitted to A&S Career services by no later than the end of your first week of the internship.

*By signing this form, you affirm that all information is correct and you understand that providing false or misleading information will jeopardize your application. Further, by signing below you consent to allow OSU to publicize your participation by using any of your quotations and pictures concerning your internship in various media.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_